

**MONROE COUNTY  
HUMAN SERVICES ADVISORY BOARD  
Application for Funding  
Fiscal Year 2012  
October 1, 2011 – September 30, 2012**

Agency Name	Literacy Volunteers of America-Monroe County, Inc.
Physical Address	1400 United St., Building #4, Room #404
Mailing Address	1400 United St., #109
City, State, Zip	Key West, FL 33040
Phone	(305) 294-4352
Fax	(305) 296-1337
Email	marycasanova@earthlink.net
Who should we contact with questions about this application?	Mary Casanova

Amount received for prior fiscal year ending 09/30/10	\$4,000.00
Amount received for current fiscal year ending 09/30/11	\$ 4,000.00
Amount requested for upcoming fiscal year ending 09/30/12	\$10,000.00

## CERTIFICATION

To the best of our knowledge and belief, the information contained in this application and attachments is true and correct. Monroe County is hereby authorized to verify all information contained herein, and we understand that any inaccuracies, omissions, or any other information found to be false may result in rejection of this application. This certifies that this request for funding is consistent with our organization's Articles of Incorporation and Bylaws and has been approved by a majority of the Board of Directors.

We affirm that the Agency will use Monroe County funds for the purposes as submitted in this Application for Funding. Any change will require written approval from the Monroe County Board of County Commissioners.

We understand that the agency must substantially meet the eligibility criteria to be considered for Monroe County funding and that any applicable attachments not included disqualify the agency's application.

We understand that all funding received through this opportunity must be spent for the benefit of Monroe County.

We further understand that meeting the Eligibility Criteria in no way ensures that the agency will be recommended for funding by the Human Services Advisory Board. These recommendations are determined by service needs of the community, availability of funds, etc. HSAB funding recommendations must be approved by the Monroe County Board of County Commissioners.

Typed Name of Executive Director:  
Mary Casanova, Executive Director

Signature Mary Casanova  
Date: 4/9/11

Typed Name of Board President/Chairman:  
Constance Gilbert, President

Signature Constance Gilbert (mc)  
Date: 4/9/11

Detailed instructions for each question appear in the separate instruction document.

1. Insert your agency's board-approved mission statement below.

**Literacy Volunteers of America-Monroe County, Inc. believes the ability to read and write is critical to personal freedom. Our goal is to provide one-to-one and small group literacy training to enable our students to obtain personal goals through increased literacy skills.**

2. List the services your agency provides.

**We operate two main programs, Basic READ and ESL (English as a Second Language). Both programs are free and confidential, with one-to-one and small group tutoring in basic reading, writing and conversational English for any Monroe County resident who wants or needs our help. Our Basic READ program targets individuals who read and write at the grade 0 to grade 5.5 level. Our ESL or English as a Second Language program teaches conversational English as well as reading and writing to adult students who have no English or limited English proficiency and are reading at the grade 0 to grade 5.5 level. We offer leadership training along with literacy instruction to enable our students to not only increase reading and writing skills, but be better prepared to be community leaders and contributors. Under the umbrella of our READ and ESL programs is Family Literacy. We are requesting funding for our literacy initiative which covers all of the above. Note: We also offer Ocean Literacy however, funding for this portion of our program is covered by another grant.**

3. What services will be funded by this request?

**All of the above.**

4. Funding category: If you have been previously funded by HSAB, do you request to have the HSAB consider changing your funding category? Please circle yes or no: Yes **No**

If yes, please circle the new category for which you would like to be considered:

Medical                      Core Services                      Quality of Life

If you have not been previously funded, please circle the funding category that you believe best matches your services:    Medical                      Core Services                      Quality of Life

- 5) Will County funds be used as a match for a grant?

**No.**

- 6) If you answered "yes" to number four, please specify the:

- a. grant award title, granting agency, and purpose:
- b. grant amount:
- c. match percentage requirement and amount:

- 7) If your organization was funded with HSAB funds last year, please briefly and specifically explain:

- a.                      how the funds were spent

**100% of funding was spent to keep our office open to serve students; expenses included insurance, postage, office supplies, staffing, educational materials and the cost of our annual audit.**

b. how they were used to leverage additional funding.

**We don't get matching funding, but on every grant application we fill out there is a spot asking who funds the organization, and for how much. When applying for additional funding elsewhere it is a mark of confidence in our organization that the HSAB board deems it worthy of funding.**

8) Do you plan to allocate any part of this HSAB grant, if awarded, as a sub-grant to another organization? *If yes, please list the recipient(s), the purpose(s), and amount(s). Please make sure these are included on Attachment D, under "Grants to Other Organizations."*

**No.**

9) Does your organization allocate sub-grants to other organizations using other sources (non County) of funding? *If yes, please list the recipient(s), the purpose(s), and amount(s). Please make sure these are included on Attachment E, under "Grants to Other Organizations."*

**No**

10) Will you or have you applied for other sources of funding from within the County? If yes, please list source(s) and amount(s). *Also be sure to reflect this information on Attachment*

**We applied for and received a \$6,363.00 grant from the Sheriff's Asset Forfeiture Fund (SAFF).**

11) What needs or problems in this community does your agency address?

**We address the great numbers of economically and educationally disadvantaged and disenfranchised individuals in our community who have "fallen through the cracks" – living and working in our community (some all their lives) but still unable to read and write at least a fifth grade level.**

**We address the great numbers of Monroe County residents who do not speak, read or write in English.**

**We address the problem of illiterate parents passing down a legacy of illiteracy to their children which puts these children at risk and in harm's way.**

**We address the problem of pre-school children who are not school ready because their parents don't know how to prepare them for school, and school age children who are falling behind because they don't get the help they need at home.**

**We address the problem of employability for clients who can not obtain employment due to poor literacy skills.**

12) What statistical data support the needs listed in number eleven?

**Monroe County's total population is 79,589 residents. Out of this total, 4.6% or 3661 have just 0-9 years of schooling. An additional 10.6% or 8,463 have no high school diploma. 21.4 or 17,032 do not speak English in the home. Out of these, 8.3% of 6,605 "speak English less than very well." LVA's countywide literacy program targets 23.5% or 18,703 adults without a high school education who "speak English less than well" as well as their families-- including children of all ages. (U.S. Census Bureau, Census 2000 Summary File 3, Matrices P19, P36, P37, P38, PCT24, PCT25)**

**Facts and figures from the National Center for Family Literacy Research Department show the *unemployment rate decreases as educational attainment increases*.**

13) What are the causes (not the symptoms) of these problems?

- ❖ **Children entering, attending and graduating school with no readiness skills and turning into adults unable to read and write at a level sufficient enough to function effectively on a day-to-day basis.**
- ❖ **Children falling behind in school because they do not get the homework help they need and dropping out of high school without sufficient skills to compete for good jobs.**
- ❖ **Immigrants coming to America with no or very little English literacy skills which renders them at a disadvantage when competing for employment in an English literate society.**
- ❖ **Immigrants bringing their children and enrolling them in school with no English and the children naturally fall behind.**

14) Describe your target population as specifically as possible.

**Currently, 6% of our students are Americans who have lived here all their lives but fell through the cracks. These students are reading and writing at below grade level 5.5. This population is primarily African American and approximately 50% are incarcerated. The majority of our students (94%) are English as a Second Language (ESL) -- a melting pot of cultural diversity, immigrants living and working in Monroe County. These students likewise read and write below grade level 5.5 but are also, in addition, limited English proficient. Most LVA students work multiple jobs. They have little time to attend school or for effective parenting. LVA has 51 students of differing nationalities on a waiting list with more walk-ins daily. In addition, LVA targets individuals listed in the census: 4.6% or 3661 with just 0-9 years of schooling. An additional 10.6% or 8,463 with no high school diploma. 8.3% or 6,605 who "speak English less than very well."**

14) How are clients referred to your agency?

**Through other agency referrals, past students, our web site and by word of mouth.**

15) What steps are taken to be sure that prospective clients are eligible and that the neediest clients are given priority?

**Clients are pre-qualified with an assessment that tests their literacy levels. We address the students with the lowest literacy levels first.**

16) Describe any networking arrangements that are in place with other agencies.

**We network with the Monroe County Detention Center, where we go inside the facility and tutor inmates in reading and writing. We have a partnership agreement with the Monroe County Library which offers free PACT (parents and children together) classes that our family literacy families attend. We get referrals all the time from Healthy Families and Healthy Start. We have a collaboration agreement in place with Wesley House to share referrals. We constantly help mothers enrolled in their program to learn English. Several employees from Wesley House are trained, certified LVA tutors. We are now signed up to be a food stamp office through Children and Families for our students and have just received a donated computer whereby our clients can fill out their food stamp applications. We partner with South Florida WorkForce/Youth Co-op. We are always seeking new agency partners.**

17) List all sites and hours of operation.

**Our Lower Keys office is open by appointment 7 days a week. Our center is available for tutor use 24 – 7 with certified tutors having access to the building through individual keys and a keypunch code. Our Middle Keys and Upper Keys programs are library and home based. Hours of operation here are flexible, to meet the needs of tutors and students. The Middle Keys are covered by our Middle Keys coordinator Maria Triana, a former student. The Upper Keys are covered by our Upper Keys coordinator Sharon Plezia. Program applications for tutors and students are offered at all five branches of the library in Key Largo, Islamorada, Marathon, Big Pine Key and Key West with tutoring space available at all five sites; hours of operation vary according to the operational hours of each library site. In addition, tutoring takes place at the following locations at days and at times which are mutually agreeable to tutors and students, as follows: churches, office buildings, Ft. Zachary Taylor Park, the LVA office at the May Sands School, and, in the homes of tutors and students countywide. English and citizenship classes are presently ongoing at the Key West Library Monday, Tuesday and Wednesday nights, generally, with volunteer tutor Lyn Smith. Family literacy takes place at the Key Largo Library on Monday and Thursday nights, generally with volunteer tutor Sharon Plezia.**

18) What financial challenges do you expect in the next two years, and how do you plan to respond to them?

**We expect enormous financial challenges. Our computers almost ten years old and desperately need replacing. Our copier is on its way out as well. We need**

**funding for staff. Fortunately, through a NOAA grant recently obtained, we are now able to pay for a director. (In 2006 our director took a 73% pay cut to avoid program interruption). We have had our ups and downs. We will respond to financial challenges in the future the same way we have in the past, and in the present. We presently have 102 active volunteers. Our dedication to our mission remains unchanged. We are responding by continuing to provide services to the community, and by continuing to seek new funding sources and new partners.**

19) What organizational challenges do you expect in the next two years, and how do you plan to respond to them?

**Our biggest organizational challenge is long term sustainability coupled with an uncertain situation with office space. Up until last year we had donated office space from the school district. Now we have a lease and the expense of rent. We relocated last summer with one month's notice and had to put \$5,000 of our own money into school office space. In addition, we will be asked to move again when the Montessori School next door expands. We can't pay regular rent – we will shut down. We are looking at teaming up with Habitat of Humanity and sharing space with the city, but nothing is cast in stone or available. Additionally, although we have received a grant from NOAA for a new program that is paying for a director, this is temporary. This grant will cease in August of 2012, so it will be back where we were before, unable to afford to pay staff again, and for sure unable to pay regular rent, unless we are able to secure continued funding.**

20) How are clients represented in the operation of your agency?

**We give clients opportunities to come full circle and become trained themselves as tutors in our English as a Second Language program. We have had several students become trained as tutors and volunteering in our program. In the Middle Keys, Maria Triana, a former student who now owns her own business, serves LVA as our Middle Keys coordinator. We have in the past also had students serving in an advisory capacity on the LVA Board of Directors. We are proactive in seeking ways to empower students and allow them to grow so that they may give back to the organization. Currently 20% of our LVA Board Members are former students. Viktor Slavov, a professional Chef, and Flora Buffard, a portrait artist, serve on our Board; after being LVA students for many years they are now student success stories.**

21) Is your agency monitored by an outside entity? If so, by whom and how often?

**We present an annual report to our parent company, Pro-Literacy America, which covers our Basic READ and ESL programs only. We have third party evaluators, Dr. Tina Bishop from the College of Exploration, working with Newell Consultants who will evaluate the NOAA Environmental Literacy program, separately from our regular program.**

22) **10,608** hours of program service were contributed by **102** active volunteer tutors. Ten board members contributed **520** hours. Our director contributed **512** hours. Office volunteers **1,664.**

Grand total: **13,304**

23) Will any services funded by the County be performed under subcontract by another agency? If so, what services, and who will perform them?

**No.**

24) What measurable outcomes do you plan to accomplish in the next funding year?

**A minimum of 76% of students enrolled in our literacy program will make improvements in skill levels and strides toward the attainment of either a short or long term a personal goal (example: obtaining a driver's license, improving workplace English skills, increasing reading and writing skills for personal satisfaction, taking the test for citizenship) through increased literacy skills.**

**A minimum of 80% of parents participating in our program will show an increased interest in literacy related activities of their children.**

**A minimum of 75% of participating school age children will show an increased interest in literacy related activities.**

25) How will you measure these outcomes?

**Outcomes are measured by a combination of the results of standardized testing, pre- and post-writing samples, tutor reporting and student self-reporting.**



23) Will any services funded by the County be performed under subcontract by another agency? If so, what services, and who will perform them?

**No.**

24) What measurable outcomes do you plan to accomplish in the next funding year?

**A minimum of 76% of students enrolled in our literacy program will make improvements in skill levels and strides toward the attainment of either a short or long term a personal goal (example: obtaining a driver's license, improving workplace English skills, increasing reading and writing skills for personal satisfaction, taking the test for citizenship) through increased literacy skills.**

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**A minimum of 75% of participating school age children will show an increased interest in literacy related activities.**

25) How will you measure these outcomes?

**Outcomes are measured by a combination of the results of standardized testing, pre- and post-writing samples, tutor reporting and student self-reporting.**

26. Provide information about units of service below.

**We do not have units of service. Should we need to create a unit of service for the purposes of this grant submission we will define one unit as equal to one hour of instructional time. If we take our total cost for fiscal '09-'10 79,095 and divide it by the number of students served this fiscal, 303, we arrive at a per student cost of \$261.04 With those students working with a volunteer @ 2 hours per week, we arrive at an average of 31,512 hours per year, at a cost of \$2.51 per hour.**

Service	Unit (hour, session, day, etc.)	Cost per unit (current year)
literacy instruction	one hour	2009-2010 = \$2.51

15) In 300 words or less, address any topics not covered above (optional).

## ATTACHMENT CHECKLIST

<b>LABEL AND ATTACH THE FOLLOWING IN THE ORDER SHOWN, AFTER THIS PAGE</b>  <b>IF NOT APPLICABLE, PLEASE SO INDICATE AND EXPLAIN</b>	ATTACHED?		COMMENTS
	YES	NO	
A. Board Information Form	x		
B. Agency Compensation Detail	x		
C. Profile of Clients and Services	x		
D – F. Financial Information	x		
G. Copy of most recent CPA Audit Report or financial statement *	x		CPA Profit and Loss Statement
H. Copy of most recent IRS Form 990	x		
I. Copy of current fee schedule			NA
J. Copy of IRS Tax Exempt 501(c)(3) Certificate	x		
K. Copy of Current Monroe County and City Occupational Licenses	x		
L. Copy of Florida Dept. of Children And Families License or Certification			NA
M. Copy of any other Federal or State Licenses			NA
N. Copy of Florida Dept. of Health Licenses/Permits			NA
O. Copy of front page of Agency's EEO Policy/Plan			NA
P. Copy of Summary Report of most current Evaluation/Monitoring *			NA
Q. Data showing need for your program (optional, see question 5)	x		
R. Other (specify) TWO PAGE LIMIT			

\* must include summary of deficiencies and suggested corrective action; may include your responses and actions taken.

Department of the Treasury  
Internal Revenue Service**Short Form**  
**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code  
(except black lung benefit trust or private foundation)

► Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.

► The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-1150

**2009****Open to Public Inspection****A** For the 2009 calendar year, or tax year beginning Jul 1, 2009, and ending Jun 30, 2010**B** Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Termination  
☐ Amended return  
☐ Application pending

Please use IRS label or print or type. See Specific Instructions.

**C** Name of organizationLiteracy Volunteers of America -Monroe County, Inc.

Number and street (or P.O. box, if mail is not delivered to street address)

1400 United Street

Room/suite

404

City or town, state or country, and ZIP + 4

Key WestFL 33040**D** Employer identification number65-0050312**E** Telephone number(305) 294-4352**F** Group Exemption Number

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

**G** Accounting method: ☐ Cash ☒ Accrual  
Other (specify) ►**I** Website: ► N/A**J** Tax-exempt status (check only one) — ☒ 501(c) ( 3 ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527**H** Check ☐ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).**K** Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.**L** Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if \$500,000 or more, file Form 990 instead of Form 990-EZ► \$ 79,095.**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See the instructions for Part I.)

<b>REVENUE</b>	<b>1</b> Contributions, gifts, grants, and similar amounts received	<b>1</b>	<u>32,018.</u>
	<b>2</b> Program service revenue including government fees and contracts	<b>2</b>	<u>20,762.</u>
	<b>3</b> Membership dues and assessments	<b>3</b>	
	<b>4</b> Investment income	<b>4</b>	<u>35.</u>
<b>EXPENSES</b>	<b>5a</b> Gross amount from sale of assets other than inventory	<b>5a</b>	
	<b>b</b> Less: cost or other basis and sales expenses	<b>5b</b>	
	<b>c</b> Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	<b>5c</b>	
	<b>6</b> Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here <input type="checkbox"/>		
	<b>a</b> Gross revenue (not including \$ _____ of contributions reported on line 1)	<b>6a</b>	<u>26,280.</u>
	<b>b</b> Less: direct expenses other than fundraising expenses	<b>6b</b>	
	<b>c</b> Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	<b>6c</b>	<u>26,280.</u>
	<b>7a</b> Gross sales of inventory, less returns and allowances	<b>7a</b>	
	<b>b</b> Less: cost of goods sold	<b>7b</b>	
	<b>c</b> Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	<b>7c</b>	
<b>8</b> Other revenue (describe ► _____)	<b>8</b>		
<b>9</b> <b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	<b>9</b>	<u>79,095.</u>	
<b>ASSETS</b>	<b>10</b> Grants and similar amounts paid (attach schedule)	<b>10</b>	<u>0.</u>
	<b>11</b> Benefits paid to or for members	<b>11</b>	<u>0.</u>
	<b>12</b> Salaries, other compensation, and employee benefits	<b>12</b>	<u>0.</u>
	<b>13</b> Professional fees and other payments to independent contractors	<b>13</b>	<u>42,950.</u>
	<b>14</b> Occupancy, rent, utilities, and maintenance	<b>14</b>	<u>27,465.</u>
	<b>15</b> Printing, publications, postage, and shipping	<b>15</b>	<u>2,718.</u>
	<b>16</b> Other expenses (describe ► See Other Expenses Statement)	<b>16</b>	<u>17,283.</u>
<b>17</b> <b>Total expenses.</b> Add lines 10 through 16	<b>17</b>	<u>90,416.</u>	
<b>18</b> Excess or (deficit) for the year (Subtract line 17 from line 9)	<b>18</b>	<u>-11,321.</u>	
<b>19</b> Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	<b>19</b>	<u>45,014.</u>	
<b>20</b> Other changes in net assets or fund balances (attach explanation)	<b>20</b>		
<b>21</b> Net assets or fund balances at end of year. Combine lines 18 through 20	<b>21</b>	<u>33,693.</u>	

**Part II Balance Sheets.** If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.  
(See the instructions for Part II.)

	(A) Beginning of year	(B) End of year
<b>22</b> Cash, savings, and investments	<u>30,392.</u>	<b>22</b> <u>14,750.</u>
<b>23</b> Land and buildings	<u>11,140.</u>	<b>23</b> <u>7,164.</u>
<b>24</b> Other assets (describe ► See L-24 Stmt)	<u>3,482.</u>	<b>24</b> <u>11,779.</u>
<b>25</b> <b>Total assets</b>	<u>45,014.</u>	<b>25</b> <u>33,693.</u>
<b>26</b> <b>Total liabilities</b> (describe ► _____)	<u>0.</u>	<b>26</b> <u>0.</u>
<b>27</b> <b>Net assets or fund balances</b> (line 27 of column (B) must agree with line 21)	<u>45,014.</u>	<b>27</b> <u>33,693.</u>

BAA For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2009)

**Part III Statement of Program Service Accomplishments** (See the instructions.)**Expenses**

What is the organization's primary exempt purpose? Teaching English Reading & Writing.  
 Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, or other relevant information for each program title.

(Required for section 501(c)(3) and (4) organizations and section 4947(a)(1) trusts; optional for others.)

<b>28</b>	Individuals whose primary language is other than English are taught to read English, speak English and write using the English Language. (Grants \$ 0. ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>28 a</b>	70,130.
<b>29</b>	 (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>29 a</b>	
<b>30</b>	 (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>30 a</b>	
<b>31</b>	Other program services (attach schedule) (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>31 a</b>	
<b>32</b>	<b>Total program service expenses</b> (add lines 28a through 31a) <input type="checkbox"/>	<b>32</b>	70,130.

**Part IV List of Officers, Directors, Trustees, and Key Employees.** List each one even if not compensated. (See the instrs.)

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-.)	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
Connie Gilbert 226 Julia Street Key West FL 33040	President 2.00	0.	0.	0.
Pearly Fowler 502 Whitehead Street Key West FL 33040	Vice President 1.00	0.	0.	0.
Eileen Quinn 4 Opal Drive Key West FL 33040	Treasurer 2.00	0.	0.	0.
Irene Brammertz 3314 Northside Drive # 96 Key West FL 33040	Secretary 2.00	0.	0.	0.
Flora Buffard 1401 Pine Street Key West FL 33040	Director 1.00	0.	0.	0.
Jane Gladson 3930 S. Roosevelt Blvd. E-413 Key West FL 33040	Director 1.00	0.	0.	0.
Norma Kula 101485 Overseas Highway Key Largo FL 33037	Director 1.00	0.	0.	0.
Viktor Slsavov 3841 North Roosevelt Blvd. Key West FL 33040	Director 1.00	0.	0.	0.
Carolyn Sprogell 622 Grinnell # 1 Key West FL 33040	Director 1.00	0.	0.	0.

	Yes	No	
<b>33</b> Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' attach a detailed description of each activity		X	
<b>34</b> Were any changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the changes		X	
<b>35</b> If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.			
<b>a</b> Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		X	
<b>b</b> If 'Yes,' has it filed a tax return on <b>Form 990-T</b> for this year?			
<b>36</b> Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N		X	
<b>37a</b> Enter amount of political expenditures, direct or indirect, as described in the instructions	37a	0.	
<b>b</b> Did the organization file <b>Form 1120-POL</b> for this year?		X	
<b>38a</b> Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		X	
<b>b</b> If 'Yes,' complete Schedule L, Part II and enter the total amount involved	38b		
<b>39</b> Section 501(c)(7) organizations. Enter:			
<b>a</b> Initiation fees and capital contributions included on line 9	39a		
<b>b</b> Gross receipts, included on line 9, for public use of club facilities	39b		
<b>40a</b> Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:			
section 4911	0.	section 4912	0.
section 4955	0.		
<b>b</b> Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I		X	
<b>c</b> Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958			
<b>d</b> Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization			
<b>e</b> All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T		X	
<b>41</b> List the states with which a copy of this return is filed	Florida		

**42a** The organization's books are in care of Mary Casanova Telephone no. (305) 294-4352  
 Located at 1400 United Street Key West FL ZIP + 4 33040

	Yes	No
<b>42b</b> At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If 'Yes,' enter the name of the foreign country:		X
See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of a Foreign Bank and Financial Accounts.		
<b>42c</b> At any time during the calendar year, did the organization maintain an office outside of the U.S.? If 'Yes,' enter the name of the foreign country:		X

**43** Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** — Check here ☐ and enter the amount of tax-exempt interest received or accrued during the tax year **43**

	Yes	No
<b>44</b> Did the organization maintain any donor advised funds? If 'Yes,' Form 990 must be completed instead of Form 990-EZ		X
<b>45</b> Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If 'Yes,' Form 990 must be completed instead of Form 990-EZ		X

BAA

**Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

- 46** Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I
- 47** Did the organization engage in lobbying activities? If 'Yes,' complete Schedule C, Part II
- 48** Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E
- 49a** Did the organization make any transfers to an exempt non-charitable related organization?
- b** If 'Yes,' was the related organization a section 527 organization?

	Yes	No
<b>46</b>		X
<b>47</b>		X
<b>48</b>		X
<b>49a</b>		X
<b>49b</b>		

- 50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
None				

**f** Total number of other employees paid over \$100,000

- 51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
None		

**d** Total number of other independent contractors each receiving over \$100,000

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here** Mary Casanova Signature of officer Mary Casanova, Executive Director Date

**Paid Preparer's Use Only**

Preparer's signature	Date	Check if self-employed <input checked="" type="checkbox"/>	Preparer's Identifying Number (See instructions)
Firm's name (or yours if self-employed), address, and ZIP + 4	EIN	Phone no.	
Paul S. Mills, CPA 1541 Fifth Street Key West FL 33040		(305) 294-3699	

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

BAA

Form 990-EZ (2009)

## Special Events and Activities Smart Worksheet

<b>B</b> Amortization .....	3,844.
-----------------------------	--------

Form 990-EZ, Part I, Line 16

**Other Expenses Statement**

---

Other expenses (describe)	
Bank Charges	178.
Education Materials	523.
Fundraising Expenses	7,018.
Program Expenses	4,672.
Dues	293.
Travel	755.
Depreciation	3,844.
<hr/>	
Total	<u>17,283.</u>





Literacy Volunteers of America (LVA)  
-- Monroe County, Inc.  
1400 United St. #109, Key West, FL 33040  
305-294-4352 FAX: 305-296-1337

# AGENDA

JULY 7, 2010

LVA  
Board of Directors

President  
Constance Gilbert

Vice-President  
Peary Fowler

Treasurer  
Eileen Quinn

Secretary

WELCOME  
OPENING REMARKS

PRESIDENT  
CONNIE GILBERT

MINUTES:

SECRETARY  
IRENE BRAMMERTZ

MARY CASANOVA  
FOR TREASURER  
EILEEN QUINN

CTOR'S

DIRECTOR  
MARY CASANOVA

VICE PRESIDENT  
PEARY FOWLER

JURNMENT

*Update*

See  
Page  
2,  
Election  
of  
Officers

Note 2011 elections  
take place this month

racy Worldwide"  
the client's race, color, disability,  
Title VI of the Civil Rights Act

## Minutes of the LVA Board of Directors Meeting

April 14, 2010

The meeting was called to order by President Connie Gilbert at 5:40 PM. Also present were Vice President Peary Fowler, Secretary Irene Brammertz, Director Jane Gladson, new Director Flora Buffard, Executive Director Mary Casanova (staff) and Director Norma Kula by phone from Key Largo. Absent were Lynn Sprogell and Victor Slavov. President Connie Gilbert welcomed everyone and announced that Eileen Quinn, former longtime LVA treasurer and president, agreed to rejoin the board and to serve as treasurer again after moving into her new home later this spring. In the interim she has agreed to take over management of the checkbook and QuickBooks as soon as changeover paperwork is completed at the bank.

**Minutes:** Everyone had already read the minutes. Jane moved to accept the minutes and Norma seconded. Approved unanimously.

**Treasurer's Report:** Mary Casanova presented the Treasurer's report – the last one prepared by former treasurer Candace Block – and reported that we have \$17,342.08 in the bank and that our expenses exceeded income by \$8,821.75 since our fiscal year began on July 1, 2009 or by about \$980/month. Board discussed sending a note of thanks and a plaque recognizing her service but decided that Connie Gilbert will get some flowers and deliver them in person. Peary moved to accept and Jane seconded – approved unanimously.

**Executive Director's Report:** 1) Training: LVA Volunteer Margaret Ciardi conducted a tutor in-service training. 18 tutors learned how to administer the BEST Literacy test. 2) Health Literacy Grant Approved: LVA to pick up \$5,000 check for Health Literacy grant on May 5<sup>th</sup>. LVA volunteer Stephanie Howe will be traveling to Captiva Island for this event. The \$300 built into the grant for this trip will not cover all the expenses but attendance is mandatory. 3) Library Excitement Continues! Connie continues lining up Literacy Luminaries to speak at our Southernmost Literacy Book Club, which continues under an LSTA grant until September 30<sup>th</sup>. On April 21<sup>st</sup>, Norma goes before the BOCC to get a contract signed so LVA can start getting paid. From the date the LSTA contract is signed (hopefully April 21<sup>st</sup>) until September 30, 2010, there will be \$9,499 in funds allocated in the grant exclusively for staffing for Dawn and Mary. Billing at 10 hours per week for each person we should be able to spend money allocated by the end of the grant period. This will be payable by reimbursement through the BOCC, Norma will update. 4) Klaus Murphy Grant: LVA did not receive funding this year. 5) Wish You Well Foundation Grant: We will learn whether we receive this \$10,000 grant next month. 6) Environmental Literacy Grant: LVA completed a \$200,000 grant application to begin Environmental Literacy starting October 1<sup>st</sup>, 2010. We will hear some time in September on this, if not before. 7) Department of Education Funding: The RFPs are not out yet for DOE grant funding. There usually is a requirement for someone from LVA to attend a financial meeting to learn how to run the money part of the grant. Both Jane and Irene tentatively agreed to attend this meeting if held no further north than Miami. 8) BOCC Funding: LVA applied for \$12,000 from the BOCC. An LVA representative will be asked to attend the BOCC meeting on May 27<sup>th</sup> at 9:00 AM at the Sheriff's Hangar in Marathon. Connie and Jane volunteered to attend. 9) LVA 990: Attached please find LVA's 990; these are the same figures that you will see in our audit, which will be finished in two weeks. 10) Summer Office Structure: Don Huskey will cover our office 8:00 AM noon. Athena McAlarney and Stephanie Howe share afternoon coverage, supervised by Dawn Nolan. Maria Triana and Sharon Plezia continue to cover Middle and Upper Keys. Mary has purchased SKYPE cameras for two computers at LVA as a donation, and will be using SKYPE to conference with Don Huskey in the morning. Mary will be accessible via phone, SKYPE, and email, handling director duties same as every summer, returning to Key West for special events such as Benihana. If funds drop to below \$5,000 we will place director on deferred pay to avoid interruption of pay for Dawn, Maria or Sharon. 11) Sol Jacobson Memorial: The family is planning to remind those attending the northern memorial service of Sol's wish that LVA be

beneficiary of gifts in his memory and to offer addressed envelopes to those who wished to send a donation. Lynn will keep us updated. 12) Publix: We have sent out our annual request for \$1,000 to the Publix Foundation. 13) Pro Literacy National Book Fund Grant: LVA is requesting \$1,983.50 in New Readers Press books. We will hear something by June 14<sup>th</sup>. If we get this we pay 10% or \$198; it's still a deal. 14) Sheriff's Fund: We were granted \$2700 last year and requested \$10,000 again this year. At meeting granted \$3000 which was later upped to \$3500 – final word will come after 4/21 when the amount is being voted on.

**Old Business:** 1) **Dream Date**: Connie reported that we made about \$3137 with some silent auction items still needing to be paid for and picked up. Mary suggested that this was too much work for too little money but Peary and Irene suggested that if we continue the program will grow. 2) **Benihana Celebrity Chef Cook-Off**: Tabled till next meeting. 3) **CFFK Leadership Academy**: Peary reported that she enjoyed the Academy and learned a lot. She was unable to attend the last meeting which disqualified us from entry to the \$5000 drawing. Peary will attend the last session next year if offered and we could still win the \$5000 raffle then.

**New Business:** 1) **By-Laws and Welcome Package**: It was noted that our by-laws need updating. This was tabled 'till our meeting in the fall. 2) **Election of Officers**: Representing the nominating committee Jane reported that the positions of President (Connie Gilbert) Vice-President (Peary Fowler) and Secretary (Irene Brammertz) will remain and that new board member Eileen Quinn will be the new Treasurer. The vote was unanimous for the above slate. All current Directors were granted another year in office. 3) **Oath of Office**: Mary proceeded to read the Oath of Office beautifully written by Peary Fowler. All present took the oath. 4) **Streamlining of board meetings**: Peary suggested that the Executive Director's report no longer be read during the meetings but only to address questions members may have and then vote on accepting the report.

**Next meeting**: Meeting was adjourned at 6:40 PM. Additional meetings were scheduled for Wednesday, June 23<sup>rd</sup> 2010, 5:30 PM via Skype conference call, Wednesday, September 15<sup>th</sup> 2010 in person and Wednesday October 6<sup>th</sup> for the Benihana Committee.

Respectfully submitted,

***Irene G. Brammertz,***

Secretary

LVA Board of Directors

**2010 / 2011  
MONROE COUNTY BUSINESS TAX RECEIPT  
EXPIRES SEPTEMBER 30, 2011**

RECEIPT# 46110-65067

Business Name: LITERACY VOLUNTEERS OF AMERICA  
MONROE COUNTY INC

Owner Name: LITERACY VOLUNTEERS OF AMERICA  
Mailing Address: CASANOVA MARY DIRECTOR  
MEYERS LOIS BOARD PRES / 1400 UNITED BUSINESS PHONE: 305-294-4352  
ST PROFESSIONALS (NON-PROFIT  
KEY WEST, FL 33040 BUSINESS TYPE: ORGANIZATION)

Business Location: 1400 UNITED ST 404  
KEY WEST, FL 33040

**Rooms                      Seats                      Employees                      Machines                      Stalls**

Number of Machines:		For Vending Business Only			Vending Type:	
Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
0.00	0.00	0.00	0.00	0.00	0.00	0.00

STATE LICENSE: 54-03-027109-

Paid 108-10-00004144 03/15/2011 0.00

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

THIS BECOMES A TAX RECEIPT  
WHEN VALIDATED

**Danise D. Henriquez, CFC, Tax Collector**  
**PO Box 1129, Key West, FL 33041**

THIS IS ONLY A TAX.  
YOU MUST MEET ALL  
COUNTY AND/OR  
MUNICIPALITY PLANNING  
AND ZONING REQUIREMENTS.



## KEY WEST BUSINESS TAX RENEWAL NOTICE

City of Key West Licensing Division  
P.O. Box 1409 (604 Simonton Street)  
Key West, FL 33040

Phone (305) 809-3955  
Fax (305) 809-3978

**LICENSE PERIOD** October 1, 2010 **THROUGH** September 30, 2011

Control Number	Due if paid by September 30 <sup>th</sup>	Due if paid by October, 2010	Due if paid by November, 2010	Due if paid by December, 2010	Due if paid by January, 2011
# 4472	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00

LITERACY VOLUNTEERS OF AMERICA  
1400 UNITED ST #109  
KEY WEST FL 33040

Waste Mgmt. Acct # \_\_\_\_\_  
E-mail: \_\_\_\_\_  
If no longer in business, please  
initial here \_\_\_\_\_ and return.

Please detach at perforation and return this portion with your payment. Make check payable to "City of Key West."

Business Information	Owner Information
Business Name: Location:  Type License:	LITERACY VOLUNTEERS OF AMERICA MONROE COUNTY INC KEY WEST FL 33040
LITERACY VOLUNTEERS OF AMERICA 1400 UNITED ST KEY WEST, FL 33040	
SERVICE - GENERAL	

(If any of this information has changed please contact the Licensing office)

### Required information for renewal:

**PROOF OF COMMERCIAL GARBAGE SERVICE.** All businesses must provide proof of commercial garbage account with Waste Management (phone (305) 296-2794) with license payment.

1. Exceptions: This does not apply to residential rental units, real estate salespersons, cosmetologists or massage therapists working in a licensed salon, charter boats operating from a licensed marina, mobile services, home occupations, or businesses with a business location outside of the Key West city limits.
2. If your business has a commercial garbage account in your business name, please enclose a copy of your most recent bill.
3. If your business has commercial garbage provided by the property owner or another business, please write the account name/number on the portion of the renewal form which is being returned with payment.

**BUSINESS SURVEY** Please complete and return the enclosed survey.

**STATE LICENSE** If your business is regulated by the State of Florida, enclose a copy of your current state license.

**CONTRACTORS** Please attach liability and workers compensation insurance certificate(s).

**CITY SEWER AND GARBAGE ACCOUNTS** All City sewer and garbage accounts for property must be current.

(For your records) Amount paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 19 2003

LITERACY VOLUNTEERS OF AMERICA  
MONROE COUNTY INC  
812 SOUTHard ST BLDG 3  
KEY WEST, FL 33040

Employer Identification Number:  
65-0050312  
DLN:  
203289133  
Contact Person:  
JOSEPH R HERR ID# 31128  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Form 990 Required:  
Yes  
Addendum Applies:  
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)

(F)

LITERACY VOLUNTEERS OF AMERICA

part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

Letter 947 (DO/CG)

LITERACY VOLUNTEERS OF AMERICA

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

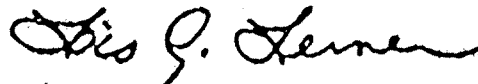
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements



LITERACY VOLUNTEERS OF AMERICA

Your organization's exemption is effective July 1, 2003. Prior to that date your organization was exempt under your parent's group ruling.



# Consumer's Certificate of Exemption

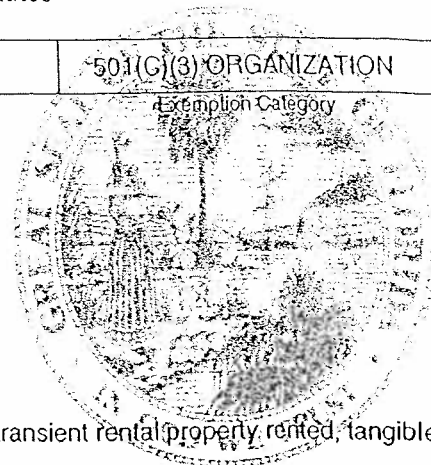
Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 04/05  
09/16/06

85-8012702135C-8	12/27/2006	12/31/2011	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

LITERACY VOLUNTEERS OF AMERICA  
MONROE COUNTY INC  
1400 UNITED ST BLDG 4STE404  
KEY WEST FL 33040-3400



is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 04/05

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (FAC).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.



Florida Department of Agriculture & Consumer Services  
CHARLES H. BRONSON, Commissioner  
Tallahassee, Florida

April 28, 2010

Division of Consumer Services  
2005 Apalachee Pkwy  
Tallahassee FL 32399-6500  
Phone: 1-800-HELP-FLA  
URL: <http://www.800helpfla.com>

**Refer To: CH2127**

LITERACY VOLUNTEERS OF AMERICA, MONROE COUNTY, INC.  
1400 UNITED ST STE 109  
KEY WEST, FL 33040-3400

RE: LITERACY VOLUNTEERS OF AMERICA, MONROE COUNTY, INC.  
REGISTRATION#: CH2127  
EXPIRATION DATE: June 5, 2011

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 60 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

*Nina J McLeod*

Nina J McLeod  
Regulatory Consultant  
1-800-HELP-FLA, (850) 488-2221  
Fax: 850-410-3804  
E-mail: [mcleodn@doacs.state.fl.us](mailto:mcleodn@doacs.state.fl.us)

**LITERACY VOLUNTEERS OF AMERICA  
MONROE COUNTY, INC**

***Financial Statements for  
the Year Ended June 30, 2010  
and Independent Auditor's Report***

---

**PAUL S. MILLS  
CERTIFIED PUBLIC ACCOUNTANT**

**KEY WEST, FLORIDA**

**LITERACY VOLUNTEERS OF AMERICA  
MONROE COUNTY, INC  
Financial Statements  
June 30, 2010**

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Statement of Cash Flows.....	4
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Notes to Financial Statements.....	6-8

Paul S. Mills, C.P.A.

---

1541 Fifth Street  
Key West, Florida 33040

Telephone (305) 294-3699  
Fax (305) 292-1192  
pmillscpa@aol.com

**INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
Literacy Volunteers of America – Monroe County, Inc.  
Key West, Florida

I have audited the accompanying statement of financial position of the Literacy Volunteers of America – Monroe County, Inc. (a nonprofit organization) as of June 30, 2010 and the related statements of activities, cash flows and functional expenses for the year then ended. These financial statements are the responsibility of the organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate under the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Literacy Volunteer's internal control over financial reporting. Accordingly, I express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Literacy Volunteers of America – Monroe County, Inc. as of June 30, 2010, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Paul S. Mills  
Certified Public Accountant  
December 10, 2010

LITERACY VOLUNTEERS OF AMERICA -  
MONROE COUNTY, INC.  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2010

**ASSETS**

**Current Assets:**

Cash	\$ 14,750
Grants Receivable	8,364
Prepaid Insurance	915
Instructional Materials	<u>2,500</u>

**Total Current Assets:** 26,529

Equipment, Net of Accumulated Depreciation of \$ 31,143 7,164

**Total Assets:** \$ 33,693

**LIABILITIES & NET ASSETS**

**Liabilities:**

Accounts Payable	<u>\$ -</u>
------------------	-------------

**Net Assets**

Unrestricted/Total	33,693
--------------------	--------

**Total Liabilities & Net Assets:** \$ 33,693

THE ACCOMPANYING NOTES ARE AN INTREGRAL PART OF THESE  
FINANCIAL STATEMENTS

LITERACY VOLUNTEERS OF AMERICA -  
 MONROE COUNTY, INC.  
 STATEMENT OF ACTIVITIES  
 AND CHANGES IN FUND BALANCE  
 FOR THE YEAR ENDED JUNE 30, 2010

**SUPPORT AND REVENUE**

Support	
Grants	\$ 20,762
In-Kind Donations	24,000
Fundraisers	26,280
Other Contributions	<u>8,018</u>
<b>Total Support</b>	79,060
Revenue	
Interest Income	<u>35</u>
<b>TOTAL SUPPORT AND REVENUE</b>	<u>79,095</u>

**EXPENSES:**

English as a Second Language	61,147
Basic Reading	8,983
Administrative Support	<u>20,286</u>
<b>TOTAL EXPENSES</b>	<u>90,416</u>
<b>DECREASE IN NET ASSETS</b>	(11,321)
NET ASSETS, Beginning of Year	<u>45,014</u>
<b>NET ASSETS, End Of Year</b>	<u><u>\$ 33,693</u></u>

*THE ACCOMPANYING NOTES ARE AN INTREGRAL PART OF THESE  
 FINANCIAL STATEMENTS*



Paul S. Mills, C.P.A.

---

1541 Fifth Street  
Key West, Florida 33040

Telephone (305) 294-3699  
Fax (305) 292-1192  
pmillscpa@aol.com

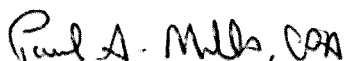
**INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
Literacy Volunteers of America – Monroe County, Inc.  
Key West, Florida

I have audited the accompanying statement of financial position of the Literacy Volunteers of America – Monroe County, Inc. (a nonprofit organization) as of June 30, 2010 and the related statements of activities, cash flows and functional expenses for the year then ended. These financial statements are the responsibility of the organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate under the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Literacy Volunteer's internal control over financial reporting. Accordingly, I express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Literacy Volunteers of America – Monroe County, Inc. as of June 30, 2010, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.



Paul S. Mills  
Certified Public Accountant  
December 10, 2010

LITERACY VOLUNTEERS OF AMERICA -  
MONROE COUNTY, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2010

**CASH FLOWS FROM OPERATING ACTIVITIES:**

(Decrease) in Net Assets	\$ (11,321)
Adjustments to Reconcile Increase in Net Assets To Net Cash Provided By Operating Activities:	
Depreciation	<u>3,844</u>
<b>Changes in Assets and Liabilities:</b>	
Increase in Grants Receivable	(8,364)
Decrease in Prepaid Insurance	<u>199</u>
<b>Net Cash From Operating Activities</b>	(15,642)
Cash Flows From (Used By) Investing Activities	0
Cash Flows From (Used By) Financing Activities	<u>0</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(15,642)
Cash And Cash Equivalents - Beginning of Year	30,392
Cash And Cash Equivalents - End of Year	<u><u>\$ 14,750</u></u>

*THE ACCOMPANYING NOTES ARE AN INTREGRAL PART OF THESE  
FINANCIAL STATEMENTS*

LITERACY VOLUNTEERS OF AMERICA -  
MONROE COUNTY, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2010

	English as a Second Language	Basic Reading	Administrative Support	Total Expenses
Personal Services	\$ 22,537	\$ 3,072	\$ 4,693	\$ 30,302
Education Materials	454	69	0	523
Bank Charges	128	23	27	178
Office Expenses	1,957	353	408	2,718
Fundraising	0	0	7,018	7,018
Telephone	942	171	196	1,309
Occupancy	17,644	3,060	3,600	24,304
Professional Fees	0	0	1,500	1,500
Insurance	782	304	766	1,852
Program Expenses	4,672	0	0	4,672
Staffing	8,027	1,449	1,672	11,148
Travel	544	98	113	755
Dues	0	0	293	293
Depreciation	3,460	384	0	3,844
Total Direct Expenses	61,147	8,983	20,286	90,416
Allocation of Administrative Support Expenses	17,243	3,043	(20,286)	0
<b>Total Expenses</b>	<b>\$ 78,390</b>	<b>\$ 12,026</b>	<b>\$ 0</b>	<b>\$ 90,416</b>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE  
FINANCIAL STATEMENTS

LITERACY VOLUNTEERS OF AMERICA –  
MONROE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010

**NOTE 1 – NATURE OF ACTIVITIES**

**Organization** - Literacy Volunteers of America – Monroe County, Inc. ("Literacy Volunteers") was incorporated under the not-for-profit statutes of the State of Florida to provide tutoring and literacy materials for illiterate and non-English speaking adults. Literacy Volunteers is a member affiliate of ProLiteracy Worldwide (formerly Literacy Volunteers of America) and is included under that organization's group ruling as being exempt under Section 501(c)(3) of the Internal Revenue Service Code. Literacy Volunteers has submitted its application for 501(c)(3) status and will file all informational returns on a non-affiliate basis.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation**- The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of Literacy Volunteers and changes therein are classified and reported as follows:

**Unrestricted Net Assets** – Net assets that are not subject to donor – imposed stipulations.

**Temporarily Restricted Net Assets** – Net assets subject to donor – imposed stipulations that may or will be met, either by actions of Literacy Volunteers and/or the passage of time. When a restriction expires, temporarily restricted net assets are classified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Permanently Restricted Net Assets** – Net assets subject to donor imposed stipulations that may be maintained permanently by Literacy Volunteers. Generally, the donors of these assets permit Literacy Volunteers to use all or part of the income earned on any related investments for General or specific purposes.

**Contributions** – Contributions, including unconditional promises to give, are recorded as made. All contributions are available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Unconditional promises to give are recorded at net realizable value if expected to be collected in one year and at fair market value if expected to be collected in more than one year.

**Donated Property and Equipment** - Donations of property and equipment are recorded as contributions at their estimated fair market value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose.

LITERACY VOLUNTEERS OF AMERICA –  
MONROE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Cash and Cash Equivalents** – Cash consists of a general operating account, and a savings account. The carrying amounts reported in the balance sheet approximate fair value and are insured by the FDIC.

**Property and Equipment** – Property and equipment acquired by Literacy Volunteers are considered to be owned by Literacy Volunteers. Literacy Volunteers follows the practice of capitalizing, at cost, all expenditures for property and equipment in excess of \$ 200. Equipment consists of various pieces of office/instructional equipment which are being depreciated over their estimated useful lives which range from seven to ten years using the straight-line method of depreciation. Depreciation expense for the year ended June 30, 2010 was in the amount of \$ 3,844.

**Functional Allocation of Expenses** – The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**Use of Estimates** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Contributed Services** - Literacy Volunteers records only contributed services which are a significant and integral part of the efforts of Literacy Volunteers and would have to have been provided by outside vendors or personnel had the services not been contributed.

**Grants and Contract Revenues**

Revenues from federal and state grants and contracts are recorded based upon the terms of the grantor allotment which generally provide that revenues are earned when the allowable costs of the specific grant provisions have been incurred. Revenues are subject to audit by the grantor, and if the examination results in a disallowance of any expenditure, repayment could be required.

LITERACY VOLUNTEERS OF AMERICA –  
MONROE COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010

**Note 3 – GRANTS AND AWARDS**

**Board of County Commissioners** – Monroe County, Florida – For fiscal year ended June 30, 2010 Literacy Volunteers of America – Monroe County, Inc. received a grant from the Monroe County Board of County Commissioners as additional funds used to provide education and reading skills development for adults in Monroe County.

**Monroe County Sheriff's Office** - For fiscal year ended June 30, 2010 Literacy Volunteers of America – Monroe County, Inc. received a grant from the Monroe County Sheriff's Office as additional funds used to provide education and reading skills development for adults and families in Monroe County.

**Board of County Commissioners** – Monroe County, Florida - For fiscal year ended June 30, 2010 Literacy Volunteers of America – Monroe County, Inc. received a grant from the Florida Department of State – Division of Library and Information Services passed through the Monroe County Board of County Commissioners as additional funds used to provide new language learners English literacy instruction including literature, and instruction on the usage of libraries available to the general public.

**Volunteers for Adult Literacy in Florida/Literacy Florida!, Inc.** - For fiscal year ended June 30, 2010 Literacy Volunteers of America – Monroe County, Inc. received a grant from Volunteers for Adult Literacy in Florida/Literacy Florida!, Inc. as additional funds used to assist small and mid-size volunteer literacy programs.

**Note 4 – LEASES**

Literacy Volunteers is provided office space by the School Board of Monroe County located at the May Sands School at 1400 United Street, room 109, Key West, Florida. Literacy Volunteers has recorded \$ 24,000 for rent expense which approximates fair market value of the office provided.

Form **990-EZ**

# Short Form

## Return of Organization Exempt From Income Tax

OMB No. 1545-1150

**2009**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

- Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)
- Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.
- The organization may have to use a copy of this return to satisfy state reporting requirements.

<b>A</b> For the 2009 calendar year, or tax year beginning Jul 1, 2009, and ending Jun 30, 2010	
<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Termination <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>Literacy Volunteers of America -Monroe County, Inc.</b> Number and street (or P.O. box, if mail is not delivered to street address) Room/suite <b>1400 United Street 404</b> City or town, state or country, and ZIP + 4 <b>Key West FL 33040</b>
<b>D</b> Employer identification number <b>65-0050312</b>	<b>E</b> Telephone number <b>(305) 294-4352</b>
<b>F</b> Group Exemption Number	

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

<b>G</b> Accounting method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual Other (specify) ►
<b>H</b> Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).
<b>I</b> Website: ► N/A
<b>J</b> Tax-exempt status (check only one) — <input checked="" type="checkbox"/> 501(c) ( 3 ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527
<b>K</b> Check <input type="checkbox"/> if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.
<b>L</b> Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if \$500,000 or more, file Form 990 instead of Form 990-EZ. ► \$ 79,095.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)		
REVENUE	1 Contributions, gifts, grants, and similar amounts received	1 32,018.
	2 Program service revenue including government fees and contracts	2 20,762.
	3 Membership dues and assessments	3
	4 Investment income	4 35.
	5a Gross amount from sale of assets other than inventory	5a
	b Less: cost or other basis and sales expenses	5b
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c
	6 Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here <input type="checkbox"/>	
	a Gross revenue (not including \$ of contributions reported on line 1)	6a 26,280.
	b Less: direct expenses other than fundraising expenses	6b
c Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c 26,280.	
EXPENSES	7a Gross sales of inventory, less returns and allowances	7a
	b Less: cost of goods sold	7b
	c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c
	8 Other revenue (describe ► )	8
	9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9 79,095.
	10 Grants and similar amounts paid (attach schedule)	10 0.
	11 Benefits paid to or for members	11 0.
	12 Salaries, other compensation, and employee benefits	12 0.
	13 Professional fees and other payments to independent contractors	13 42,950.
	14 Occupancy, rent, utilities, and maintenance	14 27,465.
ASSETS	15 Printing, publications, postage, and shipping	15 2,718.
	16 Other expenses (describe ► See Other Expenses Statement)	16 17,283.
	17 Total expenses. Add lines 10 through 16	17 90,416.
	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18 -11,321.
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19 45,014.
	20 Other changes in net assets or fund balances (attach explanation)	20
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21 33,693.

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.		
(See the instructions for Part II.)		
	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	30,392.	22 14,750.
23 Land and buildings	11,140.	23 7,164.
24 Other assets (describe ► See L-24 Stmt)	3,482.	24 11,779.
25 Total assets	45,014.	25 33,693.
26 Total liabilities (describe ► )	0.	26 0.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	45,014.	27 33,693.

BAA For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2009)

TEEA0812 01/30/10

**Part III Statement of Program Service Accomplishments** (See the instructions.)**Expenses**

What is the organization's primary exempt purpose? Teaching English Reading & Writing.  
 Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, or other relevant information for each program title.

(Required for section 501(c)(3) and (4) organizations and section 4947(a)(1) trusts; optional for others.)

<b>28</b>	Individuals whose primary language is other than English are taught to read English, speak English and write using the English Language.	(Grants \$ 0. ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>28a</b>	70,130.
<b>29</b>				
	(Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>29a</b>		
<b>30</b>				
	(Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>30a</b>		
<b>31</b>	Other program services (attach schedule)	(Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>31a</b>	
<b>32</b>	<b>Total program service expenses</b> (add lines 28a through 31a)		<b>32</b>	70,130.

**Part IV List of Officers, Directors, Trustees, and Key Employees.** List each one even if not compensated. (See the instrs.)

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (if not paid, enter -0-)	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
Connie Gilbert 226 Julia Street Key West FL 33040	President 2.00	0.	0.	0.
Peary Fowler 502 Whitehead Street Key West FL 33040	Vice President 1.00	0.	0.	0.
Eileen Quinn 4 Opal Drive Key West FL 33040	Treasurer 2.00	0.	0.	0.
Irene Brammertz 3314 Northside Drive # 96 Key West FL 33040	Secretary 2.00	0.	0.	0.
Flora Buffard 1401 Pine Street Key West FL 33040	Director 1.00	0.	0.	0.
Jane Gladson 3930 S. Roosevelt Blvd. E-413 Key West FL 33040	Director 1.00	0.	0.	0.
Norma Kula 101485 Overseas Highway Key Largo FL 33037	Director 1.00	0.	0.	0.
Viktor Slsavov 3841 North Roosevelt Blvd. Key West FL 33040	Director 1.00	0.	0.	0.
Carolyn Sprogell 622 Grinnell # 1 Key West FL 33040	Director 1.00	0.	0.	0.



**Part V Other Information** (Note the statement requirements in the instrs for Part V.)

	Yes	No
<b>33</b> Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' attach a detailed description of each activity		X
<b>34</b> Were any changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the changes		X
<b>35</b> If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.		
<b>a</b> Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		X
<b>b</b> If 'Yes,' has it filed a tax return on <b>Form 990-T</b> for this year?		
<b>36</b> Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N		X
<b>37a</b> Enter amount of political expenditures, direct or indirect, as described in the instructions <b>▶ 37a</b> 0.		
<b>b</b> Did the organization file <b>Form 1120-POL</b> for this year?		X
<b>38a</b> Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		X
<b>b</b> If 'Yes,' complete Schedule L, Part II and enter the total amount involved <b>38b</b>		
<b>39</b> Section 501(c)(7) organizations. Enter:		
<b>a</b> Initiation fees and capital contributions included on line 9 <b>39a</b>		
<b>b</b> Gross receipts, included on line 9, for public use of club facilities <b>39b</b>		
<b>40a</b> Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 <b>▶</b> 0.; section 4912 <b>▶</b> 0.; section 4955 <b>▶</b> 0.		
<b>b</b> Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I		X
<b>c</b> Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 <b>▶</b>		
<b>d</b> Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization <b>▶</b>		
<b>e</b> All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T		X
<b>41</b> List the states with which a copy of this return is filed <b>▶ Florida</b>		

**42a** The organization's books are in care of **▶ Mary Casanova** Telephone no. **▶ (305) 294-4352**  
 Located at **▶ 1400 United Street** Key West FL ZIP + 4 **▶ 33040**

**b** At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? **42b** Yes No X

If 'Yes,' enter the name of the foreign country: **▶**

See the instructions for exceptions and filing requirements for **Form TD F 90-22.1, Report of a Foreign Bank and Financial Accounts.**

**c** At any time during the calendar year, did the organization maintain an office outside of the U.S.? **42c** Yes No X

If 'Yes,' enter the name of the foreign country: **▶**

**43** Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** — Check here **▶** ☐  
 and enter the amount of tax-exempt interest received or accrued during the tax year **▶ 43**

**44** Did the organization maintain any donor advised funds? If 'Yes,' Form 990 must be completed instead of Form 990-EZ **44** Yes No X

**45** Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If 'Yes,' Form 990 must be completed instead of Form 990-EZ **45** Yes No X

**Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

	Yes	No
<b>46</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I	<b>46</b>	X
<b>47</b> Did the organization engage in lobbying activities? If 'Yes,' complete Schedule C, Part II	<b>47</b>	X
<b>48</b> Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E	<b>48</b>	X
<b>49a</b> Did the organization make any transfers to an exempt non-charitable related organization?	<b>49a</b>	X
<b>b</b> If 'Yes,' was the related organization a section 527 organization?	<b>49b</b>	

**50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
None				

**f** Total number of other employees paid over \$100,000

**51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
None		

**d** Total number of other independent contractors each receiving over \$100,000

<b>Sign Here</b>	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.			
	Signature of officer		Date	
	Type or print name and title.			
<b>Paid Preparer's Use Only</b>	Preparer's signature	Date	Check if self-employed <input checked="" type="checkbox"/>	Preparer's Identifying Number (See instructions)
	Firm's name (or yours if self-employed), address, and ZIP + 4		EIN	Phone no.
	Paul S. Mills, CPA 1541 Fifth Street Key West FL 33040			(305) 294-3699

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

BAA

Form 990-EZ (2009)

Form 990-EZ, Part I, Line 16

**Other Expenses Statement**

Other expenses (describe)

Bank Charges	178.
Education Materials	523.
Fundraising Expenses	7,018.
Program Expenses	4,672.
Dues	293.
Travel	755.
Depreciation	3,844.
Total	17,283.

## Form 990-EZ: Short Form Return of Organization Exempt From Income Tax

**Special Events and Activities Smart Worksheet**

If the organization reports more than \$15,000 on line 6a (not including the contribution amount in the parenthesis), then Part II of Schedule G should be completed for events with gross receipts greater than \$5,000.

If the organization reports more than \$15,000 on line 6a (not including the contribution amount in the parenthesis) and any part of the amount is gross revenue from gaming, then it must complete Schedule G, Part III, to report its gaming activities.

See the instructions for more information.

Is the organization required to complete Schedule G? ..... **Yes** **No**  
☒ ☐

**QuickZoom** to Schedule G, page 2, Part II, Fundraising Events ..... ☐

**QuickZoom** to Schedule G, page 2, Part III Gaming ..... ☐

## Form 990-EZ: Short Form Return of Organization Exempt From Income Tax

**Other Expenses Smart Worksheet**

To enter assets, **QuickZoom** to Asset Entry Worksheet ..... ☐

To view a calculated report of all depreciation information,

**QuickZoom** to Depreciation Reports ..... ☐

**QuickZoom** to Form 4562 ..... ☐

The following items carry to the expanding table on line 16 below:

**A** Depreciation ..... 3,844.

**B** Amortization .....

## 2011

## Literacy Volunteers

[illegible][illegible]

## 2011

## Literacy Volunteers

to program for which funding is requested.

***A 40-hour/week employee would be 1.00 FTE; a 20-hour/week employee would be .5 FTE, etc.***

[illegible]

## 2011

**Literacy Volunteers of America - Monroe County, Inc.**

[illegible]

## ATTACHMENT D - COUNTY FUNDING BUDGET

2011

Show the proposed budget detail for the County funds requested.  
The total must match with the total funding requested.

Literacy Volunteers

	Proposed Expense Budget for Upcoming Year Ending:	
	6/30/2012	
Expenditures	Total	%
Staffing Expenses	76,800	69.2%
Payroll Taxes	0	0
Employee Benefits	0	0
<b>Subtotal Personnel</b>	<b>76,800</b>	<b>69.2%</b>
Postage	700	0.6%
Office Supplies	2,000	1.8%
Telephone	0	0
Professional Fees	5,500	5.0%
Rent	2,400	2.2%
Equipment	2,563	2.3%
Repair and Maint.	500	0.5%
Travel	2,000	1.8%
Miscellaneous NOAA grant expenses	1,000	0.9%
Grants to Other Organizations	0	0
List others below	0	0
Depreciation	4,800	4.3%
Ocean Literacy Program Evaluator	5,000	4.5%
Books	3,000	2.7%
Ocean Literacy Technical Equipment	2,700	2.4%
Insurance	2,000	1.8%
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
<b>Total Expenses</b>	<b>110,963</b>	<b>100.0%</b>



## ATTACHMENT E - AGENCY EXPENSES

2011

Complete this worksheet for the entire agency.  
Please round all amounts to the nearest dollar.

Literacy Volunteers

	Proposed Expense Budget for Upcoming Year Ending:		Projected Expenses for Current Year Ending:	
	6/30/2012		6/30/2011	
<b>Expenditures</b>	<b>Total</b>	<b>%</b>	<b>Total</b>	<b>%</b>
Staffing Expenses	76,800	69%	61,800	66%
Payroll Taxes	0	0	0	0
Employee Benefits	0	0	0	0
<b>Subtotal Personnel</b>	<b>76,800</b>	<b>69%</b>	<b>61,800</b>	<b>66%</b>
Postage	700	1%	700	1%
Office Supplies	3,000	3%	3,000	3%
Telephone	0	0	1,250	1%
Professional Fees	5,500	5%	3,500	4%
Rent	2,400	2%	2,200	2%
Equipment	2,563	2%	500	1%
Repair and Maint.	500	0%	500	1%
Travel	2,000	2%	2,000	2%
Miscellaneous NOAA expenses	1,000	1%	1,000	1%
Grants to Other Organizations	0	0	0	0
List others below	0	0	0	0
Insurance	2,000	2%	2,000	2%
Depreciation	4,800	4%	4,800	5%
Ocean Literacy Program Evaluator	5,000	5%	5,000	5%
Books	2,000	2%	3,000	3%
Ocean Literacy Technical Eqpt.	2,700	2%	2,700	3%
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
<b>Total Expenses</b>	<b>110,963</b>	<b>100%</b>	<b>93,950</b>	<b>100%</b>
Revenue Over/(Under) Expenses	0		0	

2011

**Complete this worksheet for the entire agency.  
Please round all amounts to the nearest dollar.  
In-Kind will not be included in percentages or total.**

## Literacy Volunteers

[illegible]